

Organisational Rules and Personal Hygiene

INTRODUCTION

In India, Ministry of Textiles sets certain rules, policies and procedures, which should be followed in textile, apparel and handicraft industries. Embroidery is one of the important areas of handicraft in India. Every organisation sets its norms for all levels starting from recruitment, training programmes, employee benefits, work schedules, leaves, breaks, salaries, performance reviews, and promotion plans to terminating schedules.

Personal health and hygiene is also of importance in an organisation. Maintaining good health and hygiene not only adds to worker's confidence, but also influences the reputation of an organisation. Clean surroundings help improve work efficiency.

Employees should know the importance of keeping themselves clean, which includes maintaining mouth, foot, hand and hair care. They should know and practise both cleanliness and good food habits.

SESSION 1: ORGANISATIONAL RULES, POLICIES AND PROCEDURES

The Ministry of Textiles directs the formulation of policy, planning, development and export promotion for the Indian textile industry. This includes spinning and weaving mills that are helpful in making textiles, clothing and handicraft items. Embroidery sector is considered a major and a very significant part of handicrafts in India.

Policies

These are written statements of how the organisation intends to carry out its services, actions or business. They also provide a set of strategies and principles to help in the assessment of operations performed in an organisation. Policies should be simple statements, easily understandable and not long or complex. A few sentences may be enough regarding each policy area. These may include a few major points or instructions which are documented in flowcharts, or forms take over and checklists.

Procedures

These provide an action plan for the set policies to be put into action in the organisation. Each procedure should outline the following points:

- (i) which job has to be done by which person
- (ii) which steps should be followed and
- (iii) what documents are to be used

Rules, policies and procedures vary as per the nature, size and the type of the unit or organisation. They reflect the values, approaches and commitments of a specific organisation and the culture followed there.

Rules and policies of organisations

Textiles and garment manufacturing are considered to be a major area where all organisations set their rules, considering the National Textile Policy Rules.

The general rules are for:

- (i) Timings as per shifts
- (ii) Leaves



- (iii) Holidays
- (iv) Care of company property, or machines, etc.
- (v) Honesty
- (vi) Integrity
- (vii) Pay
- (viii) Uniforms
- (ix) Respect to each other and
- (x) Language

The policies are

- (i) towards the environment.
- (ii) towards the country and society.
- (iii) to stop discrimination.
- (iv) to stop child labour.
- (v) to stop sexual harassment and.
- (vi) to make the workplace healthy, happy and hygienic.

Company policies and procedures include rules of behaviour, defining the duties of both, employees and employers. These policies and procedures are framed to protect the rights of workers as well as for the growth of the business, and also to benefit the employers. Different rules are established regarding employee conduct, leave, attendance, training, promotions, dress code, and other employment needs as per the type and size of the organisation.

Conduct of employee

The policies relating to an employee's conduct include the duties and tasks that each employee is expected to perform as a condition of employment, specified dress code, discipline at workplace, workplace safety procedures, and may even policies regarding the usage of computer and the Internet. The main aim of these policies is to frame the steps to be taken in case of disciplinary issues, inappropriate employer behaviour and may include issuing warnings or termination.

Equal opportunity

Equal opportunity policies should be set taking special care as this can be a sensitive issue and are needed to maintain a balance and giving a fair treatment

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to all at the workplace. These include motivation and support for unbiased behaviour, discourage inappropriate behaviour among employees, supervisors and contractors regarding race, religious and cultural beliefs, sexual orientation or gender of another person within the organisation.

Time off and attendance

Attendance policies are made to ensure employee dedication towards work routines. These policies play a significant role for employers to keep a track of the time-off periods and notifying any late arrivals or absenteeism on the part of the employees. This policy also includes rules regarding penalty for failing to follow the set schedule. For example, employers may allow only a few number of absenteeism within a specified time, and he/she can even give warnings in case an employee is absent for more days than the company allows, in order to maintain discipline in the organisation.

Substance abuse

This policy includes rules prohibiting the use of drugs, alcohol and smoking, during the working hours of employees at the work area. Substance abuse policies provide guidelines for employees to avoid smoking or consume any addiction in the work premises, and the penalty they will bear if they are found to violate the rules. Most organisations even have testing procedures for suspects in case of severe issues.

Examples of personnel policies

All organisations have human resource personnel and keep their personnel policies up to date. These policies are framed based on the type of organisation for the smooth running of business. Personnel policies include rules from recruitment to termination; resolving personal conflicts; dealing with workplace discrimination, and cases like sexual harassment. All new employees are informed about these policies, and are often given a written statement to sign stating that they have a clear understanding that any violation of such rules will be unacceptable.

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Employee benefits

Companies offer employees a varied set of benefits, relating to health issues, dental and vision problems or any short-term disability coverage, life insurance, employee housing grants and tuition reimbursement. Some companies tie up work in combination with local businesses to provide discount cards and gift coupons to their employees.

Training and orientation

Once hired, employees normally go through an orientation and training programme to learn about their new employer, workplace and their job roles, and how they fit into the overall targets of the organisation. During their orientation, the employees attend training sessions, perform role plays under an assigned mentor, or participate in a practical training session to gain implicit knowledge provided by the company. Training and orientation procedures should be included in personnel policies to enable new employees for their new positions by properly understanding their work functions.

Leaves, breaks and work schedule

Personnel policies provide guidelines for when an employee should report to the office for work and when he/she should leave. These also include instructions regarding lunch hour and other breaks. In addition to that, the number of leaves permitted are also fixed, and in case of extra leaves, what actions are to be taken, is also covered in these rules. Some companies offer flexible schedules while others offer their employees to work in shifts.

Salaries and pay schedule

Employees working in different companies have diverse salaries, including salary ranges or a salary scale. Personnel policies will give employees a brief on how much increment they can potentially get when promoted. Employees are given written documents on their payment schedules like whether paid weekly,



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biweekly or monthly. Many organisations help in direct deposit of salaries in the bank.

Performance reviews and promotions

Employees are reviewed based on their performances and later, recommended for promotions by supervisors, or through appraisals. This is done as per the performance reviews which vary from organisation to organisation. Therefore, personnel policies should provide a guideline to the employees about these procedures and how they can affect promotions. Reviews are undertaken at properly specified intervals using various methods.

Terminating employment

Included under personnel policies, it provides instructions to the employees and employers on how to terminate employment. Clear guidelines regarding advance notice and format of terminating procedure, including severance package, clearing dues, returning company properties and submitting all records are mentioned in this policy.

Value of work ethics

Ethics are values that add up to the goodness and virtue of an organisation. Work ethics are used to define how workers present their social, cultural, technological, environmental, economic and psychological patterns within an organisation. Good work ethics enhance the growth of an organisation. Good ethics practice promotes respect within the staff and this is achieved through self expression, sharing of knowledge and knows how problem solving and decision making is done. Ethics define a mutual relationship within the subordinates and between the management and the associate staff.

Individuals possessing a strong work ethic not only benefit society or the business, it benefit the individual too. When one acts with strong moral conduct, a great reputation is established which also reflects on work.

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Effective communication of HR policies and procedures to employees

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This can be done in the following ways:

- (i) Use written documents or guidelines so that these can be easily understood by all employees without any confusion.
- (ii) Train all managers and supervisors well so that they are also able to train new employees.
- (iii) Encourage all employees and employers to follow proper workplace behaviour and work culture norms.
- (iv) Review the implemented policies and guidelines at periodic intervals.

Personal responsibility of an embroiderer

An embroiderer plays an important role in a unit or an organisation. The order completion and the final output of a product is dependent on his/her time consumption, quality and finishing. There are some responsibilities, which an embroiderer has to fulfill, namely—

- (i) completion of tasks on time
- (ii) use material as per instructions
- (iii) prepare the product as per sample approved
- (iv) consider the costing
- (v) reporting to the supervisor or senior from time to time
- (vi) maintain safety and security while doing embroidery and
- (vii) be punctual and responsible towards the rules and regulations of the organisation

Importance of discipline in the embroidery unit

Discipline means observing well defined rules laid down by the organisation. It shows the positive and sincere side of the workers towards their job. Discipline is an inbuilt value or social skill of life while performing duties. Some of the points which have to be kept in mind in an organisation are as follows:

- (i) Reaching and leaving office on time (Punctuality)
- (ii) Taking permission for leave (Sense of responsibility)



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- (iii) Importance of attendance (Sincerity)
- (iv) Importance of teamwork (Cooperation)
- (v) Importance of volunteering work (Leadership) and
- (vi) Importance of tolerance of conflicts (Respect)

Practical Exercise

Activity 1

Prepare a chart on the personnel policies of an organisation.

Material Required

1. Chart sheet of A3 size
2. Pencil
3. Drawing pins
4. Eraser
5. Colourful pens and pencils
6. Ruler

Procedure

1. Write down the different personnel policies on the chart sheet.
2. Decorate the sheet with colourful pens, pencils, etc.
3. Pin it up on the drawing board or in the laboratory.

Check Your Progress

A. Fill in the blanks

1. Framing proper _____ and _____ is quite helpful for the proper running of an organisation.
2. Some companies offer _____ and in some companies employees work in shifts.
3. The written documents or guidelines made by the organisation should be easily _____ by all employees to avoid any confusion.
4. The policies and guidelines implemented should be reviewed at _____ intervals.

B. Questions

1. Explain the personal responsibility of an embroiderer.
2. Describe the rules of conduct used within an organisation.
3. Explain some examples of personnel policies followed in an organisation.

SESSION 2: PERSONAL HYGIENE AND HEALTH

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The standard of maintaining cleanliness and grooming of the physical body for a healthy and pleasing appearance is known as personal hygiene. People have recognised the importance of hygiene from years, not only at home but also at the workplace. Keeping oneself clean and free of infections may lead to efficient and productive workdays. Poor hygiene is an indication of careless attitude ridden with illness and low self-esteem.

Importance of cleanliness

Personal hygiene helps keep oneself and one's living and working conditions neat and tidy, thus avoiding diseases and maintaining good health, besides, cutting down or avoiding health care costs. Things like bad breath or strong body odour, dirty fingernails, stained teeth, smelly feet, unshaven or unkempt beard, leads to a poor impression on others indicating a similar attitude towards work.

Washing hands, teeth and hair, taking showers and wearing dirt free clothes are easy ways to maintain personal hygiene.

Bad breath

It is caused by food left in cavities after eating. Foods, like garlic and onion, tobacco and beer, etc. plague depositions. Gum diseases can be avoided by regular brushing and use of mouth wash. Use of neem twigs and common salt may also be used to clean the mouth.

Body odour

It is usually caused by sweat that is produced under the armpits. The major reason for having body odour is the lack of attention to body hygiene. Body odour makes the other people around uncomfortable making oneself feel rejected. It can be avoided by taking bath once or twice a day. Various deodorants and other such products are available in the market for use after bath.

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Fig. 4.1 Hand care

Foot odour

It is caused by sweat that accumulates in the socks or when the feet remain closed inside the shoes and do not get air. To avoid this, one must keep the feet and shoes clean, wear washed and dry socks. Feet must remain dry and need to be aired for longer time to avoid fungal infections and odour.

Hand care

One uses fingers and hands in performing almost all the activities, hence washing hands frequently, especially after using the toilet or before and after eating meals becomes necessary. Nails need to be kept dirt free and trimmed to avoid germs collecting underneath. This may prevent many infections. At an embroidery workplace, hand washing is necessary to keep the embroidery fabric dust and oil-free. It is mandatory for embroidery workers to wash their hands at regular interval to keep the fabric and thread clean while doing embroidery.

Hair care

Wash hair regularly as shampooing helps in clearing dandruff. Hair must be kept neat by combing and regular cutting, when required. Untidy hair makes one look shabby. Natural cleaning products such as black soil and *shikakai*, etc. may also be used.

Food

Eating food around the work area is not permitted, including, snacks, drinks, chewing gum or tobacco, cigarettes, and candy. Lunch areas are to be kept separate or away from the production unit to avoid any stains on the final products or garments.

Cuts or wounds

In case of cuts and wounds, appropriate dressing and bandages must be used to cover them. In case the blood stain transfers on the fabric, clean and sanitise it as quickly as possible. Ensure that no equipment or



surface contaminated with blood remains stained; clean before continuing production.

Note

If the worker experiences some pain due to repeated exposure to *aari* or needle pricks, he/she may wear gloves.

Importance of nutrition

Eating a balanced diet keeps the body healthy for effective functioning. Thus, eating healthy food everyday is quite necessary to avoid various health problems and to keep one fit and energetic. The time of the meals in an organisation is generally scheduled.

Meals and their importance

Scheduling meal time is important. Regular intake of adequate food keeps one energetic through the day; one feels less inclined to snack between meals and this prevents unnecessary weight gain. The meal frequency can be divided into the following:

(a) Breakfast

This is the first solid meal of the day—normally after a gap of 8–9 hours, since the last meal one has consumed is in the previous evening. The body uses up energy during sleep for growth, cell repair and such activities, that is the reason that it needs to regain energy, hence the first meal of the day must not be skipped. The body requires breakfast to maintain energy level and health.

(b) Lunch

The next largest meal of the day is lunch—generally after 3–4 hours of the breakfast. It must be kept in mind to feed the body a balanced and a nutritive meal.

(c) Tea time

Having tea with light snacks is important because it keeps your energy levels up till dinner. One must avoid a large time gap between lunch and dinner.

(d) Dinner

Since it's the last meal of the day and your body is preparing to do less energetic tasks at night, it should be

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lighter than lunch, but just as nutritive and balanced. One must avoid skipping it, as it keeps one working for the next 8–9 hours.

Benefits of healthy meals

An appropriate amount of nutrients and water is required for a healthy diet. The five major benefits of eating healthy everyday are:

- (i) It helps in body growth and gives energy for working. It fulfills the daily nutritional needs.
- (ii) It reduces one's stress levels.
- (iii) It helps in maintaining ideal weight.
- (iv) It helps in keeping disease away.

Toxicants: a threat to health

Consumption of toxicants like alcohol, cigarettes, tobacco, etc. is very injurious to one's health. Excess consumption of these can cause lung, heart and other diseases. They can also result in chronic diseases like cancer, risk of cardiac diseases, teeth disorders and weak bones. All types of organisations have special rules to prohibit the use of these toxicants to maintain a healthy and safe environment at the workplace.

Maintaining proper personal hygiene at the workplace is not only a vital issue, but also a sensitive one for managers and business owners. The embroidery unit should be clean and safe; employees should be exposed to minimum germs. In most industries, good employee hygiene is a legal requirement.

Health and safety precautions for the hand embroiderer

- (i) Wear a thimble on the finger of the hand holding the frame to avoid pricking by the needle.
- (ii) Use appropriate sized and point needle for stitching so as to not accidentally prick the fingers.
- (iii) The needles should be kept safely and away from small children to avoid any harm.



- (iv) Cutting, sewing and embroidery should be done with concentration, not as if one is in a hurry, stressed and upset, as the risk of injury is more.
- (v) The workplace should be kept clean and tidy by sweeping the floor regularly. Keep dust bins at appropriate place.
- (vi) The sewing tools and equipment include sharp objects, like needles and scissors, so their safe handling is essential.
- (vii) Needles and thread should be stored safely after use.

By being aware and having an understanding about the process of hand embroidery, one will know how to complete a task safely and responsibly to obtain optimum output.

Practical Exercise

Activity 1

Role Play (Personal Hygiene)

Requirements

1. Students, in dirty and stinky clothes
2. Some other students around
3. The teacher
4. Classroom essentials like tables, chairs, books, pen
5. Some material to spread in the class as litter

Procedure

1. The teacher introduces the importance of personal hygiene and the situation of the role play.
2. Some students with smelly clothes or dishevelled appearance will enter the classroom and the others will react accordingly.
3. Some other students will spread litter in the class.
4. The teacher will ask for a response to the above situations for role play.
5. The teacher will discuss and explain the need for maintaining proper personal hygiene.
6. A conclusion is generated after discussion with the student.



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Check Your Progress

A. Fill in the blanks

1. Keeping your body clean is vital in combating and preventing _____.
2. Body image influences _____, confidence and motivation.
3. _____ can be avoided by regular brushing and use of mouth wash.

B. Questions

1. Explain the health and social benefits of maintaining personal hygiene.
2. What are the benefits of a healthy meal?
3. Explain the health and safety precautions for a hand embroiderer.

